

Vacancy Announcement

Orderly/Ward Clerk/Nurse Assistant James River Correctional Center Department of Corrections & Rehabilitation

Location: Jamestown

Salary: \$1,734/month

Closing Date: March 7, 2009

Position Number: 530-518-5809

Requisition Number: None

Type of Recruitment: Internal/External

Status: Full-time, Temporary

Date Posted to Web:

Minimum Qualifications:

Requires a high school diploma or GED and basic computer skills. Requires current Certified Nursing Assistant credentials. Applicant must possess a high level of communication skills and accuracy in addition to the ability to understand medical terminology and confidentiality. Preference will be given for medical terminology experience.

Must successfully complete an interview, standard background and criminal record check.

Application Procedures:

Submit the following documents to: Mark Bollinger, Human Resources
James River Correctional Center, 2521 Circle Drive, Jamestown, ND 58401
Phone: 701-253-3804; fax: 701-253-3735

- Application Form – SFN 10950
- Letter of Interest
- CNA Credentials

Application forms (SFN 10950) may be obtained at JRCC, Job Service, or the following website: <http://www.nd.gov/hrms>. DOCR internal applicants should complete the DOCR Internal Application (SFN 18116), in lieu of SFN 10950, available on the DOCR Intranet under State Forms/Internal Employment. Application materials must be received by 4:00 p.m. on the closing date listed above. Application materials must clearly explain how experience and education are related to the minimum qualifications and job duties.

Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.

Contact Mark Bollinger, Human Resources, at 701-253-3804 or TTY 800-366-6888 for more information or assistance in the application or interview process.

Summary of Work:

Responsibilities include but are not limited to:

Individual will have daily interaction with inmates. Duties include, but are not limited to: assisting in the operation of the medical services department at the James River Correctional Center; computer work and records keeping at the direction of the Director of Nursing; general assistance to RN staff.

Nursing assistant duties including doctor call duties; monitoring vital signs of infirmary patients; preparing reports for scheduled telemedicine activities and preparing schedules for variety of medical department clinics.

Ward clerk duties included assigning primary care orders under the direction of a Registered Nurse; triaging telephone calls and promoting an organized medical department treatment delivery system.